

 <b>WorkMentor</b>	<b>Work Mentor - PM4 Ekenäs, Finland</b> <b>Thu. April 25<sup>th</sup> – Fri. April 26<sup>th</sup> 2013</b> <b>Host: Axxell</b>	  Education and Culture <b>Leonardo da Vinci</b>
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## Leonardo da Vinci Transfer of Innovation Project Workmentor.

### Partner Meeting 4

Programme:

#### **Wednesday: 24.4.2013**

Afternoon and evening. Partners arrive in Ekenäs / Tammisaari. Each partner sends travel information to Tanja and Axxell will arrange for necessary transportation from Karis, if needed, to **Motel Marina**. See practical information from Tanja.

Many will arrive 20.00 – 20.30

**Dinner at Motel Marina** ( same place as we are staying).

#### **Thursday: 25.4.2013**

9.00 – 10.00 Information about the interim report. Each partner also gives updates on the situation in each partner institution. There have been changes in the partner institutions.

10.00 – 12.00 Results from the piloting. Partners report on their piloting activities 10 – 15 minutes each partner. See format (document sent to each partner to fill out).




12.00 – 13.00 Lunch

13.00 – 15.00 Discussions about the results of the piloting. Should there be any changes to the materials that were piloted. Group work: How should the Work Mentor course look like in the partner countries? Special circumstances for each partner?

15.00 – 16.30 Feedback on the group discussions. Suggestions for the changes and the course are presented. Agree on a coordinated manual and extra parts for some partners.

16.30 – 18.30 If needed, preparations for the second day of the meeting.  
Free time to explore Ekenäs and to relax and chat.

18.30 Dinner, La Vida.

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### **Friday: 26.4.2013**

9.00 – 11.00 Preparations for the final conference and PM 5 in Akureyri, Iceland, October 3<sup>rd</sup> and 4<sup>th</sup> 2013. This issue is interconnected to the dissemination activities discussed in the afternoon. See draft agenda and suggestion for the final conference from VMA.

11.00 – 12.00 Discussion about the final report: What should be taken into consideration, what was missing in the interim report.

12.00 – 13.30 Lunch

13.30 – 15.00 Dissemination and valorization activities: How to present materials. What kind of methods and materials can we use to spread the word? How will the materials be implemented in the partner organizations? Possible use in the partner countries.

15.00 – 16.00 or later Final discussion and organization.

19.00 Dinner Restaurant GH

### **Saturday: 27.4.2013**

Participants leave Ekenäs.

See practical information from Tanja about trains from Ekenas.

- On departure you will have to take the train from Ekenäs to Helsinki, which means that you will have to change trains in Karis. The first train on Saturday morning leaves at 7.05 a.m from Ekenäs (Tammisaari) and arrives in Helsinki at 8.25.
- Tanja explained in an email that she will check for group offers.

Prepared April 22. 2013.